

SECRETARY OF THE SENATE
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COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Kaylan Billingsley

Employing Office/Committee: Capito

Private Sponsor(s) (List all): U.N. Foundation

Travel Date(s): March 2-3, 2017

Description/Title of Attached Forms: PSTCF (final version); Itinerary (final version); Copy of sponsor's invitation.

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission is incomplete. Missing final version of PSTC, final version of trip itinerary, and copy of invitation from the sponsor.

3/30/17
(Date)

[Signature]
(Signature of Traveler)

January 13, 2017

Kaylan Billingsley, Legislative Assistant
Sen. Shelley Moore Capito
Russell Senate Office Building, Room: 172
Washington, DC 20510

Dear Kaylan,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to the United Nations Headquarters in New York on either Friday, March 3 or Monday, March 6.

If you are unfamiliar with the United Nations Foundation, we are a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives. Our upcoming March trips will offer a general overview of UN priorities and challenges for 2017, including issues related to the new UN Secretary-General, UN reform, counterterrorism, forced displacement, and peacekeeping.

The basic format of the trip is as follows (please choose the date that works best for your schedule):

Trip 1 (March 3): The delegation takes the train to New York on Thursday, March 2 evening for a welcome dinner. On Friday, you will attend a series of informational meetings with UN officials and participate in a private tour of the United Nations. The day will end with a working lunch featuring an additional UN guest speaker. You will depart New York by 4pm on Friday.

Trip 2 (March 6): The format is the same except that the departure date is Sunday, March 5 returning on Monday, March 6 by 4pm.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all Senate ethics guidelines. If you are interested in participating, please let us know which trip (March 3 or March 6) best fits your schedule by **FRIDAY, JANUARY 27**.

As we begin the year with a new UN Secretary-General and new U. S. President, we hope that you will take this opportunity to learn more about the UN and how it is working to advance U.S. foreign policy, national security, and economic interests both here and around the world.

Sincerely,



Peter Yeo
Vice President of Public Policy
United Nations Foundation

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Headquarters Congressional Trip
3. Dates of travel: Thursday, March 2, 2017 - Friday, March 3, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: Please see attached.
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

Final

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong

U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and

take part in meetings with UN officials on a variety of international issues.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The UN regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2016, for example, UNF organized staff and Member trips to Atlanta, New York,

Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, and DR Congo.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$468	\$209	\$110	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters, which is located in New York City.

19. Name and location of hotel or other lodging facility:

Westin Grand Central Hotel - New York City, New York

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen because of the favorable cost and location. All attendees will be staying in this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be below the GSA max lodging rate of \$267. Meal expenses will be on par with GSA

meal costs: half day (Sunday) at \$37 and full day (Monday) at \$74, for a total of \$111.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The class of transportation will be Amtrak Acela and shuttles or cabs to get to/from Pennsylvania Station.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Peter Yeo, Vice President, Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Avenue SW, Suite 300, Washington, DC 20008

Telephone Number: (202) 887-9040 (please ask for Troy Wolfe)

Fax Number: (202) 887-8021

E-mail Address: twolfe@unausa.org

UNITED NATIONS FOUNDATION

AGENDA FOR: Staff-Delegation to the United Nations Trip #1 March 2-3, 2017

Thursday, March 2, 2017

3:00 PM Departure / 5:46 PM Arrival Amtrak Acela #2170 Washington, DC Location: Union Station

4:00 PM Departure / 6:46 PM Arrival Amtrak Acela # 2172 Washington, DC Location: Union Station

7:45 PM Meet in hotel lobby for departure to dinner
Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017

8:00 PM to 10:00 PM Organizational Dinner with Delegation Participants
Briefing by Mr. Stephane Dujarric, Spokesperson for the UN Secretary-General
Location: Pera Mediterranean Brasserie 303 Madison Ave, New York, NY 10017

Friday, March 3, 2017

8:00 AM - 8:15 AM Meet in lobby for departure to the United Nations Foundation

8:30 AM - 9:15 AM Continental Breakfast
Briefing by Ms. Ninette Kelley, Director NY Office, UNHCR
Location: United Nations Foundation, 9th Floor
801 2nd Avenue

9:45 AM - 10:30 AM Briefing by Mr. Tomas Christensen, Chef de Cabinet
Office of the President of the 71st Session of the UN General Assembly
Location: UN HQ, Conference Room D (level 1 B, Conference Building)

10:45 AM - 12:00 PM United Nations Guided Tour Lecture and Briefing
Location: United Nations HQ

12:30 PM - 1:15 PM Working Lunch
Briefing by Mr. Stephen Jackson, Chief of Policy, Planning and Guidance, DPA
Location: United Nations Foundation, 9th Floor
801 2nd Avenue

1:35 PM - 2:35 PM Briefing by Mr. El Ghassim Wane, Assistant Secretary General for Peacekeeping
Operations, DPKO
Location: United Nations HQ, Conference Room D (level 1 B, Conference Building)

3:00 PM Depart from hotel for Penn Station

4:00 PM Transportation back to Washington, D.C.

Depart NYC 4:00 PM / 6:53 PM Arrival Amtrak Acela # 2165

February 21, 2017 8:55 AM

Final